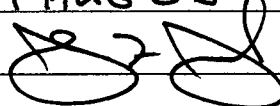
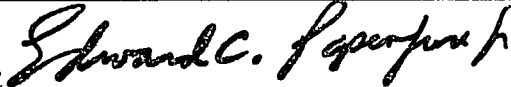


RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency City of Salisbury		Division/Unit Public Works - Utilities
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ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. —Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the office.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2.	Pump Stations. —Correspondence file on pump stations for the City i.e. maintenance, contracts, flow records.	Retain for two years, then destroy.
3.	SCADA Computer System. Record of twenty-four pump stations in the City. (Flows, pump operations, general operations of each station.)	Retain for five years, then destroy.
4.	Daily Water and Sewer Records Daily reports - details, calls/crew	Retain for two years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>01 Aug 06</u> SIGNATURE  TYPE NAME <u>John F. Jacobs</u> TITLE <u>Director</u>	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11 Dec 06</u> SIGNATURE 
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